

**From:** Mikal Shabazz/R3/USEPA/US  
**Sent:** 4/10/2012 11:07:29 AM  
**To:** Denise-T Page  
**CC:** Bonnie Gross; "heston.gerald@epa.gov" <heston.gerald@epa.gov>; Jacquelin Williams; "mcdonald.joanna@epa.gov" <mcdonald.joanna@epa.gov>; Richard Fetzer  
**Subject:** Re: Fw: Invoice Approval Reminder

Good Morning,

No the invoice has not appeared in my Easy Lite inbox. Based on Rich's message below, it appears that there may be a glitch in the system.

Mikal Shabazz, ERRS Project Officer/Emergency Planner  
Preparedness and Program Support Branch/HSCD  
U.S. Environmental Protection Agency Region III  
1650 Arch Street (3HS33)  
Philadelphia, PA 19103  
Ph: 215.814.3281/Fx:215.814.3254

**From:** Denise-T Page/R3/USEPA/US  
**To:** Mikal Shabazz/R3/USEPA/US  
**Cc:** Richard Fetzer/R3/USEPA/US@EPA, Bonnie Gross/R3/USEPA/US@EPA, heston.gerald@epa.gov, Jacquelin Williams/R3/USEPA/US@EPA, mcdonald.joanna@epa.gov  
**Date:** 04/10/2012 10:38 AM  
**Subject:** Fw: Invoice Approval Reminder

Good Morning Mikal,

Has the invoice in question been placed in your Easy Lite inbox for review?

This needs to be addressed; this was the second notice.

We would want to be assured that all invoices are reviewed, approved and processed in a timely manner IAW with the Prompt Payment Act. We would want to avoid paying interest at all cost.

Denise T. Page  
Contracting Officer  
Environmental Protection Agency  
Region III  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-5195

----- Forwarded by Denise-T Page/R3/USEPA/US on 04/10/2012 10:30 AM -----

**From:** Richard Fetzer/R3/USEPA/US  
**To:** Denise-T Page/R3/USEPA/US  
**Cc:** Bonnie Gross/R3/USEPA/US@EPA, heston.gerald@epa.gov, Jacquelin Williams/R3/USEPA/US@EPA, Mikal Shabazz <Shabazz.Mikal@epamail.epa.gov>, mcdonald.joanna@epa.gov  
**Date:** 04/10/2012 08:54 AM  
**Subject:** Re: Fw: Invoice Approval Reminder

sorry, hit send inadvertently..please DELETE that previous message

. the accurate message is below.

Richard M. Fetzer  
Federal On-Scene Coordinator  
100 Gypsum Road  
Stroudsburg, PA 18360  
(215) 341-6307

**From:** Richard Fetzer/R3/USEPA/US  
**To:** Denise-T Page/R3/USEPA/US  
**Cc:** Mikal Shabazz <Shabazz.Mikal@epamail.epa.gov>, Jacquelin Williams/R3/USEPA/US@EPA, Bonnie Gross/R3/USEPA/US@EPA, heston.gerald@epa.gov  
**Date:** 04/10/2012 08:49 AM  
**Subject:** Fw: Invoice Approval Reminder

Denise,

Joanna's message below indicates to pay this invoice well before 3/30. I am not sure why it wasn't paid. If there were any questions regarding my approval of the invoice, I wasn't contacted to verify. My typical process is for me to send the invoice to Joanna for her review and let her take the first cut. If she has issues, she sends those to me. Without issues, we typically just pay the entire invoice. Again, not sure why this wasn't paid on 3/27.

Rich  
Richard M. Fetzer  
Federal On-Scene Coordinator  
100 Gypsum Road  
Stroudsburg, PA 18360  
(215) 341-6307

----- Forwarded by Richard Fetzer/R3/USEPA/US on 04/10/2012 08:32 AM -----

From: Joanna McDonald/R3/USEPA/US  
To: Denise-T Page/R3/USEPA/US  
Cc: Mikal Shabazz/R3/USEPA/US, Richard Fetzer/R3/USEPA/US@EPA, "Jackie Williams" <williams.jacqueline@epa.gov>  
Date: 03/27/2012 12:00 PM  
Subject: Re: Invoice Approval Reminder

Sorry guys. I reviewed this last week before I left but I see that I did not tell anyone:) It is ok to pay in full.

**Re: Invoice Approval Reminder** 7425F9149B34FA19852579CD005234E5

**Denise-T Page** to: Richard Fetzer  
Cc: "Joanna McDonald", "Jackie Williams", Mikal Shabazz

03/26/2012 02:18 PM

Okay Rich,  
It can wait until she come back tomorrow; the last day to approve is Friday, the 30th  
Denise T. Page  
Contracting Officer  
Environmental Protection Agency  
Region III  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-5195

From: Richard Fetzer/R3/USEPA/US  
To: Denise-T Page/R3/USEPA/US  
Cc: "Joanna McDonald" <mcdonald.joanna@epa.gov>, "Jackie Williams" <williams.jacqueline@epa.gov>, Mikal Shabazz/R3/USEPA/US  
Date: 03/26/2012 10:57 AM  
Subject: Re: Invoice Approval Reminder

Denise, **Ex. 6 - Personal Privacy** Go ahead and pay it. She will review and catch up any issues on the next one.  
Rich.

-----  
Richard M. Fetzer  
Federal On-Scene Coordinator  
100 Gypsum Road  
Stroudsburg, PA. 18360  
(570) 402 7108

----- Original Message -----

**From:** Denise-T Page  
**Sent:** 03/26/2012 10:43 AM EDT  
**To:** Richard Fetzer  
**Cc:** Group FMC-Customer  
**Subject:** Fw: Invoice Approval Reminder

Good Morning Rich,  
Who at the site would approve this invoice?  
this is the second notice  
Denise T. Page  
Contracting Officer

Environmental Protection Agency  
Region III  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-5195

----- Forwarded by Denise-T Page/R3/USEPA/US on 03/26/2012 10:42 AM -----  
From: Group FMC-Customer@EPA  
To: Denise-T Page/R3/USEPA/US  
Date: 03/25/2012 06:41 AM  
Subject: Invoice Approval Reminder

This reminder email is being sent to the Primary Approving Official for the invoice(s) referenced below, and separate info copies are being sent to the Alternate and the Contracting Officer (CO). If the Primary is not available, the Alternate should complete invoice approval.

Please use the Electronic Approval System (EASYLITE - [http://ofmint.rtpnc.epa.gov/fmc2\\_prv/easylite.welcome](http://ofmint.rtpnc.epa.gov/fmc2_prv/easylite.welcome)) to complete invoice approval as soon as possible and no later than the PO Due Date(s) listed below.

If not received as such, a representative from RTP-FC's Contract Payment Section may contact the Primary and/or Alternate. Further, the CO will be contacted if there is still no response, in order to avoid late invoice payments, in accordance with the Prompt Payment Act. If you have questions, contact our Customer Assistance Support Staff at 919-541-1148 or by email at GROUP FMC-CUSTOMER. You may also contact the payment technician for your contract.

**PASSWORD INFO:**

Access the link below if your password is locked, expired or forgotten - [http://ofmint.rtpnc.epa.gov/fmc2/easypass.easypass\\_welcome](http://ofmint.rtpnc.epa.gov/fmc2/easypass.easypass_welcome).

For further assistance with ID and PASSWORD info, contact Mary Autry at 919-541-1533 or Diane Harris at 919-541-7569.

Thank you for your prompt assistance.

Role: CONTRACTING OFFICER

\*\*\*PO Due Date\*\*\*: 03/30/2012

Contractor: KEMRON ENVIRONMENTAL SERVICES,

Contract/DO/Invoice: EPS30703/00035/SE1635-01

Description: dimock residential groundwater site  
intersection of PA Rte 29 at 2024

Dimock, Susquchanna, PA 18847

Invoice Amount: \$102,579.00

Invoice Date: 03/09/2012

RTP-FC Received Date: 03/13/2012